

**SUMMARY OF THE  
ACCREDITING AUTHORITY COMMITTEE MEETING  
NOVEMBER 27, 2001**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, November 27, 2001 at 2:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

**INTRODUCTION**

Mr. Johnson welcomed the committee members to the teleconference and took attendance.

**REVIEW OF PREVIOUS MINUTES**

The minutes from the teleconference held on October 31, 2001 were reviewed and approved as submitted.

**AGENDA ITEMS FOR NELAC 7i**

Agenda items for discussion at NELAC 7i are:

- Mobile Laboratories
- Changes to Chapter 6
- Standard Operating Procedures (SOP)
- Appendix C of Chapter 3

**APPENDIX C -- CHAPTER 3**

Louis Johnson suggested that members look at Appendix C of Chapter 3, which can be found on the website. The first sentence of the second paragraph of the introduction reads, "This appendix summarizes the elements to be included by accrediting authorities in SOP's describing on-site assessments...." It is felt that SOP's may be a Chapter 6 issue, not a Chapter 3 issue and warrant discussion at the Interim Meeting by the members of these two committees. Louis will contact the chair of On-Site Assessment to ascertain if this topic will be at the beginning of their meeting, so members of Accrediting Authorities Committee can be present. He recommended that members study Appendix D of Chapter 3, also.

**NEW BUSINESS**

Louis Johnson will set up a time to meet with Jeanne Hankins to discuss SOP issues.

Dinner will be on Tuesday, December 4, 2001. Louis Johnson will advise members of time and place.

#### **FUTURE TELECONFERENCES**

The next teleconference will be December 12, at 2:30 p.m. EST.

#### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:00 EST.

**ACTION ITEMS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Louis Johnson to provide Scott Hoatson with a copy of Chapter 6 with no changes.	ASAP

**PARTICIPANTS  
ACCREDITING AUTHORITY COMMITTEE MEETING  
NOVEMBER 27, 2001**

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